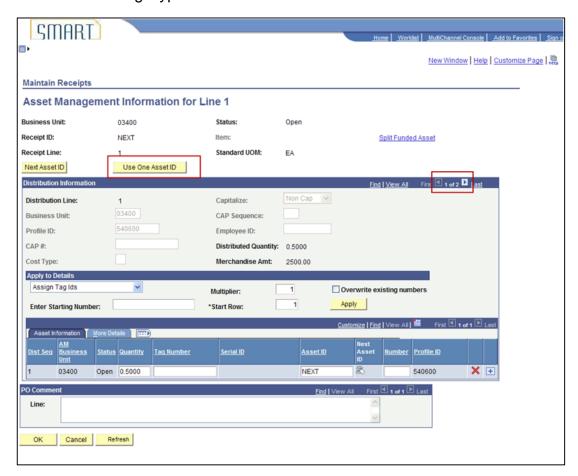
Version 1.1 11/13/2013

## Scenario - One Asset with Multiple Distribution Lines on Receipt

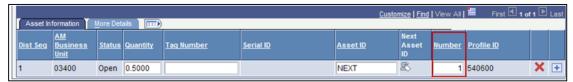


## Accessed from Pending Hyperlink



The example above has two split Distribution Lines indicated by the multiple rows available on the page (1 of 2). These Purchase Order Distribution Lines can be combined into one asset by using the Use One Asset ID button. This will combine the two Distribution Lines into One Load Line in the AM Interface Tables.

## **Distribution Line #1**



Distribution Line #2 (accessed by clicking the Show Next Row button in the Distribution Information section (in red box on page 1)



By using the **Use One Asset ID** feature, both Distribution Lines for this Purchase Order Line have the Number field set to '1'. This will ensure the Distribution Lines will be combined into one Load Line in the Interface Tables, yet retain the split ChartField information in Asset Management.

Fields	Description
Quantity	This field holds the quantity for the Purchase Order
	Distribution Line. If the Purchase Order Line (and
	Schedule) has two Distribution Lines, the Quantity
	will match the split quantity from the PO Line.
Tag Number	Enter the Tag Number assigned to each asset if
	known at this time.
Asset ID	The default value is NEXT, which is passed to
	Asset Management, where the next Asset ID is
	assigned. Do not override the default.

The More Details Tab holds additional Asset Physical Information.



Fields	Description
Custodian	If the Asset Custodian is known at this time, the name can be entered now. Names must be entered into the system as Last First with no spaces. The name should be entered exactly how the name is in SHaRP.
Location	Indicates the physical location of the asset. Full addresses are stored for each location in SMART.  Note: The Purchasing Ship-To Locations use the same table to store Location Codes. Therefore, SMART Asset Management uses a unique naming convention. All asset locations begin with K (for Kansas), then the next letter is the first letter of the city. For example, all asset locations in Topeka would start "KT". The last 3 characters are unique to the property.
Manufacturing Information	Enter the manufacturing information.

Click OK and Save. When the receipt is saved, a batch job will automatically run. The **AM Status** should change to **Moved** when you navigate back into the Receipt. An Asset ID will be assigned automatically in the Asset Management module. That asset will have a status of 'Received' until cost is integrated from the voucher.